

Solicitation # K2AA0-14-0022

Questions - Answers

Q1 - Pouvez-vous me préciser si de l'expérience en organisation et tenue de séances d'information, ou en sessions de formation, sont acceptables comme expérience d'organisation et d'animation de séances de consultation.

A1 – De l'expérience dans l'organisation et la tenue de séances d'information ou de formation ne rencontrerait pas les exigences obligatoires en matière d'expérience de l'entreprise pour le présent avis d'appel d'offres.

A1 – Experience in organizing and conducting information or training sessions would not be accepted as meeting the mandatory requirements for corporate experience for this tender notice.

Q2 - J'ai une autre question svp. En ce qui a trait aux deux séances de consultation, est-ce que les frais reliés à la tenue des séances (frais de salle, location d'équipements de projection, café, collation ou autre) sont aux frais d'Environnement Canada ou du Contractant?

A2 - Environment Canada will be responsible for the associated costs for the venues for the two consultation meetings, including incurred costs for the rental of the meeting venues and audiovisual equipment, and the refreshments.

A2 - Environnement Canada sera responsable des coûts associés au lieu de chacune des deux réunions de consultation, y compris les frais de location des salles de réunion et de l'équipement audiovisuel ainsi que les frais liés aux rafraîchissements.

Q3 - **Annex A, Section VI (Proposal Requirements), Subsection 4 (Team Experience and Expertise):** "The proposal is to provide a description of five (5) similar projects led by the project manager."

Can you please confirm whether "program manager" is intended to be the lead organization putting forth a proposal or if it intended to be the lead individual from the organization who will be conducting the work?

A3 - The project manager is the lead individual for the project.

Q4 - **Annex A, Section VII (Mandatory Requirements), Project Team Experience:** can you please clarify the required degree? Is it:

a) Bachelor's degree in environmental sciences OR Bachelor's degree in chemical engineering OR Bachelor's degree in physical sciences

OR

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b) Bachelor's degree in environmental or chemical engineering OR Bachelor's degree in physical science.

Also, please clarify what subject matter areas under "physical sciences" degrees would qualify.

A4 - Under the mandatory requirements, a Bachelor's degree in environmental engineering or a Bachelor's degree in chemical engineering or a Bachelor's degree in physical sciences from a recognized university would be acceptable. A Bachelor's degree in physical sciences means a Bachelor of Science degree from a recognized university in a program from that university's faculty of science.

Q5 - Annex A, Section VII (Mandatory Requirements), Project Team Experience: "At least one team member must have experience providing advice to industry and/or governments on environmental or waste issues".

Please clarify what types of work qualify as "providing advice". For example, contracted work with deliverables, as a stakeholder or through stewardship regulation comments.

A4 - "Providing advice" means providing recommendations, options, and/or strategies appropriate and relevant to the subject matter and objective, and based on relevant and sufficient assessment, reasoning, evidence and/or findings.

Q5 - With regard to Section IV. of the SOW, "*Task 2: Facilitation of two consultation meetings with stakeholders*" – How large will the consultation sessions be (i.e. how many participants are anticipated at each of the two sessions)?

A5 - : Environment Canada hopes to have a good representation from governments, industry and other stakeholders to attend or participate in the two stakeholder consultation meetings. As we do not yet have a list of invitees or attendees, we do not have this information at this time.

Q6 - With regard to Section V of the SOW, "*The Contractor is responsible for developing a current contact list and ensuring the accuracy and completeness of the information.*" Under this contract, who would be responsible for the recruitment of participants (i.e. coming up with an attendee list, invitation management, etc.) for a) the 2 consultation sessions and b) for any additional research that may be required?

A6 -_As per Annex A, section V, Environment Canada will provide, *inter alia*, contact information of the stakeholders to assist the Contractor in completing the tasks of this work. However, as this information is not exhaustive and may not be extensive, the Contractor is to supplement and

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update the list as required in order to have a good representation from governments, industry and other stakeholders in order to fully meet the purpose and objectives of the work. This includes updating the contact list in order to ascertain that key stakeholders have been considered and given the opportunity to participate in the consultation meetings or to provide information outside of the consultation meetings.

Q7 - With regard to Section IV. of the SOW, "*Task 1: Information Review and Assessment*", last bullet which states the consultant will

"Carry out additional research as required, which may include contacting stakeholders": Is there an expected number of stakeholders that should be contacted as part of this task?

A7 - Environment Canada does not have the number of stakeholders that are to be contacted as part of Task 1 with respect to additional research; however, the contractor will need to take a reasoned approach to identifying additional stakeholders and will need to be able to justify his/her rationale, approach and findings in fulfilling the requirements of this task.

Q8 - With regard to Section IV. of the SOW, "*Task 3: Development and delivery of two (2) reports in English*": Is there a specific length for each report that should be adhered or is the report length at the discretion of the consultant?

A8 - There is no requirement with respect to the length of the reports.

Q9- How does Environment Canada define "Northern Canada"?

A9 - For the purposes of this Request for Proposal, northern and remote communities are communities in Canada that have no or limited road access. Northern Canada generally includes the three Canadian territories and the northern regions of the provinces. For the purposes of this work under Annex A, section IV-Task 2 and section XII, Environment Canada will allow some flexibility for proposals for other appropriate locations for the consultation meetings **that** will facilitate the greatest number of stakeholders to participate.

Q10 - Do you have a preferred city location for both of the consultations?

A10 - Environment Canada prefers the two consultation meetings to be held in urban centre including provincial or territorial capitals that would allow for ease of travel and facilitate the greatest number of stakeholders to participate.

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Q11 - Given the high cost of travel between northern regions and the fact that not all interested parties may be able to attend the consultations in person, is it appropriate to plan for a webinar component as well? If so, should the cost be itemized in the proposal as a stand-alone cost (separate from consulting fees and travel expenses)?

A11 - Environment Canada will consider proposals that include webinar as an alternative solution or a supplement to a face-to face consultation meeting in order to meet the requirements, purpose and objectives of the work. Environment Canada will be responsible for the associated costs for the venues for the two consultation meetings, which may include incurred costs for webinar equipment and service costs for webinar capability.

Q12 - Is Environment Canada able to supply a venue for each consultation or does that have to be factored into the cost of the proposal as well?

A12 - Environment Canada will be responsible for the associated costs for the venues for the two consultation meetings, which may include incurred costs for the rental of the meeting venues and audiovisual equipment and the refreshments.

Q13 - Is the Contractor responsible for drafting and sending out invitations to participants for the two face to face consultation sessions, and managing communication with participants around attendance?

A13 - If needed, Environment Canada may provide an authorization letter to help the Contractor gather information from stakeholders, and may draft and send the invitation to stakeholders for the consultation meetings. However, the Contractor shall provide input to the drafting of the invitation letter. As well, the Contractor shall develop and submit the agenda for all meetings for Environment Canada's approval, and manage communications with participants with respect to attendance.

Q14 - Who has final accountability and responsibility for ensuring sufficient representation from governments, industry and other stakeholders at the 2 face-to-face consultation sessions?

A14 - The Contractor will be responsible for taking measures to ensure sufficient representation from governments, industry and other stakeholders at the consultation meetings. The Contractor must show that he/she has taken appropriate measures and effort to identify or contact key stakeholders so that these stakeholders are given the opportunity to provide information during the consultation meetings or outside of the consultation meetings. Appropriate measures may include contacting and following-up with the stakeholders by phone or email. Please note that the

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Contractor will not be responsible for the costs for participants' travel as all participants would have to cover their own travel expenses.

Q15 - Who is responsible for finding/booking venues (and managing logistics with the venues) for the 2 face-to-face consultation sessions?

A15 - Environment Canada will be responsible for the reservations and managing the logistics of the venues for the two consultation meetings.

Q16 - Who is responsible for the costs associated with booking venues for the 2 face to face consultation sessions?

A16 - Environment Canada will be responsible for the associated costs for the venues for the two consultation meetings, which may include incurred costs for the rental of the meeting venues and audiovisual equipment and the refreshments.

Q17 - Under Section 4 of the SOW, it states: "The proposal is to provide a description of five similar projects led by the project manager". Is it sufficient for the bidder to provide 5 research projects of a similar nature, in addition to 5 consultation projects of a similar nature, so that combined, the bidder covers off all required components (research and consultation), OR, must the 5 project summaries submitted all be projects that included both research and consultation components?

A17 - Environment Canada will accept the combination of five research projects and five consultation projects, provided that the projects meet the requirements of Annex A, section VI, of five similar projects led by the project manager, that must be completed within the last five years and, combined, demonstrate competencies in providing advice to industry and/or government on environmental issues or waste management and planning and facilitating consultations with multiple and diverse stakeholders from industry and government.

Q18 - With regard to Annex A, Part 1. "Environment Canada is developing a code of practice to provide technical guidance for the environmentally sound management of end-of-life mercury-containing lamps and targeted guidance for remote and northern communities on options for the management of end-of-life mercury-containing lamps." Is the scope of this work to cover only technical guidance document options, or is there to also be consideration of the types of policies that could be put in place/or improved to support sound environment management (ie. recycling incentive and take-back programs, education and awareness building).

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A18 - The targeted guidance will be developed, in consultation with stakeholders, to provide information on options for the management of end-of-life mercury-containing lamps. These options may be technical or non-technical approaches or strategies.

New Q19 - Are the requirements under Part 5 'Certifications' only that each project team member complete a signed 'Annex D'

New A19 - Yes please for all employees (project team) involved with the project.

New Q20 - Can you confirm only contact information for references for relevant project work is required and not written references?

New A20 - Please provide the name of the reference contact, as well as valid contact information such as telephone number, e-mail and mailing addresses. Written references are not required.

New Q21 - Will bids only be accepted by mail? As noted on Page 4 : "send its bid only to Canada specified on page 1 of the bid solicitation or to the address" however on the Page 11 under the Bid preparation instructions it notes "Technical Bid (3 hard copies or an electronic copy by E-Mail)"

New A21 - Electronic submissions (by email to: moufid.samri@ec.gc.ca) are preferred.